

TAB

SALARY AND WAGE DIVISION

ANNUAL REPORT

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1 JULY 1957 - 30 JUNE 1958

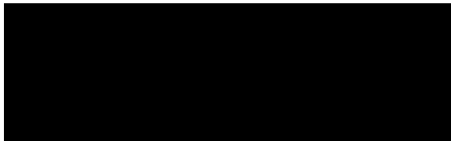
SECTION 1. Major Accomplishments and Significant Developments during Fiscal Year 1957

The purpose of the Salary and Wage program is to develop and maintain an effective pay and occupational structure for the Agency. Developments in salary and wage administration in industry and other government agencies must be continually appraised and adapted to the Agency and new systems must be devised.

Major accomplishments during the past year include the approval of the Agency's Manpower Control System for application throughout the Agency, and preliminary work incident to conversion in the first and second quarters of Fiscal Year 1958; revision and development of new techniques for the proposed new pay system and presentation to the White House; the development of position standards and standard position descriptions for the majority of staff positions in the Agency not previously covered to facilitate conversion to the Manpower Control System; the development of policies relating to scientific and engineering pay; and the development of a pattern for the determination of secretarial grades for Headquarters positions.

A statistical summary of major activities is as follows:

POSITION ANALYSIS SURVEYS AND INDIVIDUAL ACTIONS COMPLETED Workload 14%

<u>Organization</u>	<u>Reason for Survey</u>	<u>Positions Audited</u>	<u>Positions Allocated</u>
DDS	Reorganization & Classification		25X9A2
DDI	" "		
DDP	" "		
	TOTAL		

POSITION AND QUALIFICATION STANDARDS AND
STANDARD POSITION DESCRIPTIONS COMPLETED Workload 17%

<u>Category</u>	<u>Number</u>	<u>Position Coverage</u>
Position Standards		25X9A2
Qualification Standards		
Standard Job Descriptions		
TOTAL		

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TABLE OF ORGANIZATION REVIEW & DISTRIBUTION Workload 33%

<u>Organization</u>	<u>Purpose</u>	<u>No. T/O Changes</u>	<u>No. Positions</u>
DD/S Area	Reorganization & Classification		
DD/I Area	" "		
DD/P Area	" "		
	TOTAL		

25X9A2

GRADE TRENDS ON TABLES OF ORGANIZATION

<u>Upgradings</u>	<u>Downgradings</u>	<u>Net Change</u>
482	102	380

SPECIAL STUDIES AND STAFF SERVICES Workload 20%

1. A regulation and handbook have been developed for adaptation of the Staffing/Development Complement Manpower System to the entire Agency. Included are all procedures and techniques necessary for establishment of Career Service Staffing Authorizations, designation of positions by types, and conversion of present Tables of Organization to the new system. Work is in progress to change over to the new system in the first and second quarters of Fiscal Year 1958.

2. The proposed new pay system has been revised and initial presentation made to officials of the White House. Further modifications and amplification are being made to satisfy objections and to put into shape for consideration by appropriate top officials of the Bureau of the Budget and Congressional Committees.

3. A policy and OPM were developed to provide advanced pay to scientific and engineering personnel on rotational assignments. An OPM was developed to provide advanced pay for categories of positions comparable to those for which the Civil Service Commission authorized advanced rates through GS-17. A revision of this OPM was made to conform to new CSC policy upon passage of the Pay Increase Act of 1958. A study was made and a policy paper developed to authorize advanced pay to supergrade Medical Officer positions.

4. A pattern for the determination of secretarial grades for Headquarters positions including table of all positions and grades was approved and applied in all components.

5. Study was initiated to develop a pattern and system for the establishment of uniform grades and titles for all clerical support positions in the DD/P.

6. Continuing revision was made of the Agency's Occupational Handbook of Positions which codifies all Agency positions to provide for changes in occupations and categories.

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Details of employees elsewhere in OP and the Agency - 8%

Formal training in the Office of Training - 3%

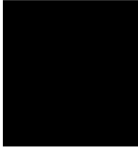
Time spent travelling between the various buildings of Agency - 5%

Other overhead, including supervision and miscellaneous staff activities, is prorated among the major functions.

SECTION 2. Objectives for Current Year and Status of Current Program.
(1 July 1958 - 30 June 1959)

POSITION ANALYSIS SURVEYS

Surveys are currently in process in all major components of the Agency. During the current year survey objectives are as follows:

<u>Organization</u>	<u>No. of Positions</u>
DD/S Area	
DD/I Area	
DD/P Area	
TOTAL	25X9A2


It is anticipated that individual actions will be included in these survey objectives.

POSITION AND QUALIFICATION STANDARDS AND STANDARD POSITION DESCRIPTIONS

In the current year emphasis will be placed on the revision of standards, standard job descriptions, and qualification standards, and appropriate coordination of standards prepared with operating officials and Career Services. Since substantially complete coverage has been achieved, this job is primarily one of maintenance.

25X9A2

TABLE OF ORGANIZATION REVIEW AND DISTRIBUTION

Since it is anticipated that the Staffing/Development Complement Manpower System will be installed during the current year, T/O changes required to implement the system will cover approximately 

SPECIAL STUDIES AND STAFF SERVICES

Further refinement of the proposed Agency pay plan will be necessary to develop a system acceptable to all interested parties, including the White House. Problems arising from the implementation of the Staffing/Development Complement Manpower System will require resolution and new policy papers. Further revision of scientific and engineering pay policies will probably be required. Continued revision of the Agency's Occupational Handbook will be necessary.

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SECTION 3. Program Outlook for Budget Year (1 July 1959 - 30 June 1960)

POSITION ANALYSIS SURVEYS

Surveys during the budget year will continue to be directed toward the goal of performance evaluation primarily for the benefit of supervisors to inform them of the status of positions in their components and problem areas and to advise them on how to make necessary corrections. Individual actions will continue to be processed as required, but the new T/O System will reduce the activity considerably.

POSITION AND QUALIFICATION STANDARDS AND STANDARD POSITION DESCRIPTIONS

Standards activities will continue to be a maintenance and revision function with the goal of achieving better definition of levels and categories of work, and furnishing such material to operating officials for their advice and guidance in maintenance of effective organizations.

TABLE OF ORGANIZATION REVIEW AND DISTRIBUTION

Under the Staffing/Development Complement Manpower System it is expected that this function will convert generally into an annual review of Tables of Organization by submission and review of new planning papers, and with interim changes reduced to a minimum. To the extent possible, submission of new planning papers will be staggered by segments within major components in order to facilitate the handling of the larger workload. During the year, continuing assistance will be given operating officials in the development of planning papers and computation of Career Service Staffing Authorizations.

SPECIAL STUDIES AND STAFF SERVICES

Emphasis will continue to be in the direction of achieving greater equity and uniformity. Substantive studies to provide information to operating officials and better guidelines for the organization and implementation of staffing patterns will occupy a greater percentage of Division time.

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